

Registering for a Course

1. Go to www.embeddedlearning.com/grad
2. Go to the “Student Resources Page”

EMBEDDED LEARNING GRADUATE EDUCATION
in partnership with **WILKES UNIVERSITY**

Select Site | Login | Search GO

Quick Links

- Home
- Programs →
- Admissions →
- Request Information
- Frequently Asked Questions
- About Us
- Facilitators
- Student Resources**

Important Dates

- 04/21/08**
 - Summer registration begins
- 05/19/08**
 - Spring II classes end
 - Spring III classes end
- 05/30/08**
 - Summer registration ends

Welcome

Welcome to eMBEDDED LEARNING Graduate Education--innovative online graduate programs for educators offered jointly by Wilkes University and Learning Sciences International.

eMBEDDED LEARNING graduate programs, using the unique eMBEDDED LEARNING model, offer several distinct advantages over more "traditional" online programs:

- **Excellence** - unrivaled in quality and created by renowned national experts in each subject field
- **Flexibility** - arrange your courses around personal and family schedules
- **Support** - join a small, interactive study group of peers led by an expert facilitator
- **Convenience** - no nighttime or winter driving
- **Practicality** - acquire skills and tools you will immediately apply in the classroom
- **Portability** - continue in the event you change schools or districts

EMBEDDED LEARNING Graduate Programs:

- [MEd: Major in 21st Century Teaching & Learning](#)
- [MEd: Major in Early Childhood Literacy](#)
- [Letter of Endorsement: Teacher Leadership & Instructional Coaching](#)

Letter from Dr. Michael Speziale
Wilkes University Dean of Graduate and Continued Learning

Dear Educators.

Registering for a Course

3. Print out the CRN document for the term in which you wish to take a course

The screenshot displays the Wilkes University eMBEDDED LEARNING GRADUATE EDUCATION website. The header includes the university logo and navigation links: 'Select Site | Login | Search'. A sidebar on the left contains 'Quick Links' and a list of navigation items: Home, Programs, Admissions, Request Information, Frequently Asked Questions, About Us, Facilitators, and Student Resources. The main content area is titled 'Student Resources' and contains a welcome message. Below this, there are four columns of links: 'ACADEMIC CALENDAR' with a link to '2008-2009', 'COURSE OFFERINGS' with a link to '2008-2009', 'WILKES BULLETIN' with a link to '2007-2008', and 'SYLLABI' with links to 'MSEd: Early Childhood Literacy', 'MSEd: 21st Century Teaching & Learning', and 'LOE: Teacher Leadership & Instructional Coaching'. At the bottom, there are 'HELPFUL LINKS' and 'APA RESOURCES'. The 'CRN' link under 'ACADEMIC CALENDAR' is circled in red.

eMBEDDED LEARNING GRADUATE EDUCATION
in partnership with
WILKES UNIVERSITY

Select Site | Login | Search

Quick Links

Home > Student Resources

Student Resources

This page was created to provide information and resources to current and potential graduate learners. Please let us know if there is any additional information that you would like to see on this page by sending us an [email](#) with your name and request.

ACADEMIC CALENDAR
> [2008-2009](#)
CRN
> [Fall 2008](#)

COURSE OFFERINGS
> [2008-2009](#)

WILKES BULLETIN
> [2007-2008](#)

SYLLABI
> [MSEd: Early Childhood Literacy](#)
> [MSEd: 21st Century Teaching & Learning](#)
> [LOE: Teacher Leadership & Instructional Coaching](#)

HELPFUL LINKS
> [Wilkes Portal](#)
> [Wilkes Online Bookstore](#)
> [Wilkes Online Library](#)
> [Wilkes Writing Center](#)

APA RESOURCES
> [APA Official Website](#)
> [APA Style Essentials](#)
> [Psychology with Style: A Hypertext Writing Guide](#)
> [Sample Citations from UMC](#)
> [Crib Sheet](#)
> [UW Madison Writing Center](#)

Important Dates

06/09/08
• Summer classes begin

07/07/08
• Fall I, II, and III registration begins

08/11/08
• Summer classes end

Registering for a Course

4. Select “Login” at the top of the screen

The screenshot shows the Wilkes University Graduate Education website. The header features the Wilkes University logo and a navigation bar with links for 'Select Site', 'Login' (circled in red), and a search bar. Below the header, the 'Student Resources' section is visible, containing links to 'ACADEMIC CALENDAR', 'COURSE OFFERINGS', 'CRN', 'WILKES BULLETIN', 'SYLLABI', 'HELPFUL LINKS', and 'APA RESOURCES'. The 'Important Dates' section on the left lists key dates for the 2008-2009 academic year.

WILKES UNIVERSITY
eMBEDDED LEARNING
GRADUATE EDUCATION
in partnership with

Select Site | **Login** | Search GO

Home > Student Resources

Student Resources

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ACADEMIC CALENDAR
> [2008-2009](#)

COURSE OFFERINGS
> [2008-2009](#)

CRN
> [Fall 2008](#)

WILKES BULLETIN
> [2007-2008](#)

SYLLABI

> **MSEd: Early Childhood Literacy**

> **MSEd: 21st Century Teaching & Learning**

> **LOE: Teacher Leadership & Instructional Coaching**

HELPFUL LINKS

> [Wilkes Portal](#)

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> [Wilkes Online Library](#)

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APA RESOURCES

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> [Crib Sheet](#)

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Important Dates

06/09/08

- Summer classes begin

07/07/08

- Fall I, II, and III registration begins

08/11/08

- Summer classes end

Registering for a Course

5. Select “Login” under “Wilkes University”



The screenshot displays the Wilkes University eMBEDDED LEARNING website. The header features the Wilkes University logo and a navigation bar with links for "Select Site", "Login", and "Search". A left sidebar contains a "Quick Links" dropdown menu with options like Home, Programs, Admissions, and Student Resources. The main content area is titled "Login" and includes a "Wilkes University" section with a list of links: "Register for Courses", "Pay for Courses", "View Grades", "Request a Transcript", and "Take the following courses in the MEd: 21st Century Teaching & Learning program:". A red circle highlights the "LOGIN" button next to the first link. Below this, the "eMBEDDED LEARNING" section lists courses for the "MEd: 21st Century Teaching & Learning" and "MEd: Early Childhood Literacy" programs, each with a "LOGIN" button.

eMBEDDED LEARNING
GRADUATE EDUCATION
in partnership with
WILKES
UNIVERSITY

Select Site | [Login](#) | Search [GO](#)

Quick Links

Home
Programs →
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Request Information
Frequently Asked Questions
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Student Resources

Important Dates

06/09/08
• Summer classes begin

07/07/08
• Fall I, II, and III registration begins

08/11/08
• Summer classes end

Home > Login

Login

Wilkes University

- Register for Courses
- Pay for Courses
- View Grades
- Request a Transcript
- Take the following courses in the **MEd: 21st Century Teaching & Learning** program:
 - EDAM 5031
 - EDAM 5032
 - EDAM 5033
 - EDAM 5034

eMBEDDED LEARNING


- Take the following courses in the **MEd: 21st Century Teaching & Learning** program:
 - EDAM 5030
 - EDAM 5035A/B/C/D
 - EDAM 5036A/B/C/D
 - EDAM 5037A/B/C/D
 - EDAM 5038A/B/C/D
- Take the following courses in the **MEd: Early Childhood Literacy** program:
 - All courses
- Take the following courses in the

Registering for a Course

6. Login to your student account on the “My Wilkes Portal”

(<http://mywilkes.wilkes.edu/>)

- Your username will be your first name, period, last name in lowercase. (ex: thomas.smith)
- Your initial password will be the uppercase initial of your last name, the lowercase initial of your first name, followed by the last 6 digits of your WIN (ex: St123456)



The screenshot shows the My Wilkes Portal homepage. At the top is a banner with the 'my WILKES' logo and a 'COLONELS' crest. Below the banner, on the left, is a 'Secure Access Login' box with fields for 'User Name' and 'Password', 'Login' and 'Cancel' buttons, and a link for login problems. Below this is a box for 'Wilkes Online Change/Expired Password Utility' with a 'CLICK HERE' link. At the bottom left is a box to 'Make this my homepage.' with a link for instructions. On the right, a 'Welcome to MyWilkes @ Wilkes University.' message is followed by a description of the site's services and a link for more information. Below this is a 'What's Inside?' section listing links for E-mail, Events Calendar, Groups, WebCT, and Server Maintenance, each with an icon and a brief description.

Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

Wilkes Online Change/Expired Password Utility

[CLICK HERE](#)

Make this my homepage.






[Click here](#) for instructions on how to make your browser load this page on startup.

Welcome to MyWilkes @ Wilkes University.

This secure site provides students, faculty and administrative staff with world-class Intranet and Inter services. This is where you can check e-mail, register for courses, and explore the Internet.

[Click here to find out more about MyWilkes!](#)

What's Inside?

-  **E-mail:** Send and receive e-mail through your Outlook account .
-  **Events Calendar:** View the current events happening @ Wilkes.
-  **Groups:** Create, manage and join group homepages for clubs, affiliations and interests.
-  **WebCT:** Access your online, hybrid, or web-enhanced courses.
- and much more...**
-  **Server Maintenance:**
The MyWilkes Portal server maintenance window is Sunday, from 12am to 6am.

Call the Wilkes Help Desk at 866-264-1462 if experiencing technical difficulties

Registering for a Course

7. Select the “Student Services” Tab

The screenshot displays the MyWilkes website interface. At the top, there is a yellow banner with the 'myWILKES' logo on the left and a blue and yellow 'COLONELS' logo on the right. Below the banner, a 'Welcome' message states 'You are currently logged in.' and provides links for 'My Account' and 'Content Layout'. A horizontal navigation bar contains several tabs: 'Home', 'Libraries', 'On Campus', 'Schools & Departments', 'My Stuff', 'My Courses', 'Student Services', 'First-Year Orientation', and 'Academ'. The 'Student Services' tab is circled in red. Below the navigation bar, the page is divided into several sections. On the left, there are three boxes: 'Urgent News!' (stating 'There are no announcements'), 'Today@Wilkes - Faculty & Staff' (with links for 'EMPLOYEE SICK LEAVE BUY-BACK OPTION' and 'Riverfest 2008'), and 'Today@Wilkes - Students' (with a link for 'Riverfest 2008'). On the right, there are two boxes: 'Personal Announcements' (with links for 'Summer Hours for Henry's & Einstein Bagel' and 'Year End Financial Processing Requirements') and 'What's New in MyWilkes' (dated 6/06/2008, with text about email and portal login policies, and a link to 'click here'). A sidebar on the far right contains sections for 'Group', 'You have favorite', and 'Book'.

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Registering for a Course

8. Select “Register or Add/Drop Classes”

The screenshot displays the Wilkes College student portal. At the top, there is a banner with the Wilkes logo and the 'COLONELS' mascot. Below the banner, a navigation bar contains links: Home, Libraries, On Campus, Schools & Departments, My Stuff, My Courses, Student Services, First-Year Orientation, and Academic. The 'My Registration' section is highlighted with a red circle and contains the following links: Register or Add/Drop Classes, Look-up Classes to Add, View Full Course Offerings, View Your Student Schedule (Block Format), View Your Student Schedule (Detail Format), Check Your Registration Eligibility, and Registration Schedule. The 'My Account' section includes links for Account Summary, Pay by Credit/Debit, Pay by WebCheck?, Installment Payment Plans, Tuition and Fee Rates, and Free Student Self-Service Enrollment Verifications. The 'My Records' section includes links for View Holds, Midterm Grades, Final Grades for Current Semester Only, and Academic Transcript. The 'Registrar' section includes links for Calendars & Schedules and Class Registration. The right sidebar contains links for Academics, Class Effectiveness, Level, Campus, College, Program, Major, and Department.

WILKES

COLONELS

My Account
Content Layout

Welcome
You are currently logged in.

Home Libraries On Campus Schools & Departments My Stuff My Courses Student Services First-Year Orientation Academic

My Registration

[Register or Add/Drop Classes](#)

[Look-up Classes to Add](#)

[View Full Course Offerings](#)

[View Your Student Schedule \(Block Format\)](#)

[View Your Student Schedule \(Detail Format\)](#)

[Check Your Registration Eligibility](#)

[Registration Schedule](#)

My Account

[Account Summary](#)

[Pay by Credit/Debit](#)

[Pay by WebCheck?](#)

[Installment Payment Plans](#)

[Tuition and Fee Rates](#)

[Free Student Self-Service Enrollment Verifications](#)

This is a link to the National Student Clearinghouse web site to print an official Enrollment Verification Certificate for Insurance, Loan or other related purposes. You will be able to print these Verifications FREE OF CHARGE. **Be sure to logoff from the Clearinghouse site.**

My Records

[View Holds](#)

[Midterm Grades](#)

[Final Grades for Current Semester Only](#)

[Academic Transcript](#)

Registrar

- Calendars & Schedules
- Class Registration

Acad

P

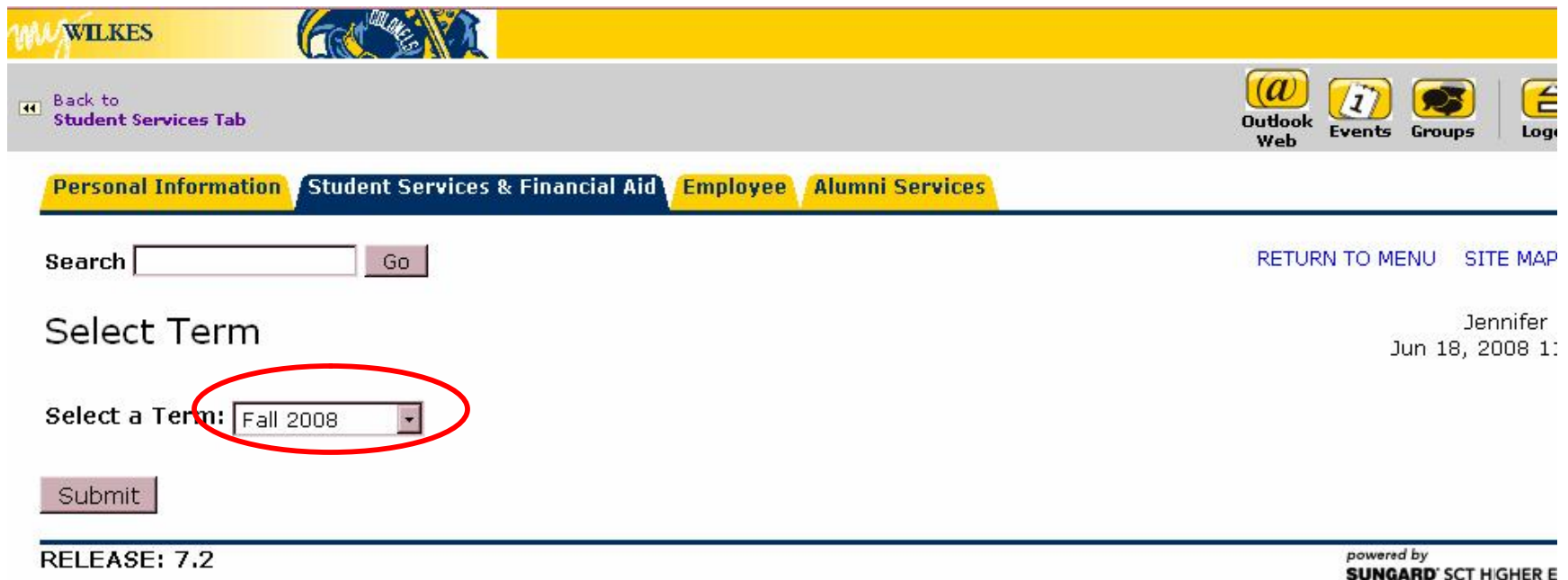
Clas:
Effect
Level
Camp
College
Program
Major
Department

Ar
B:

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Registering for a Course

9. Select a Term



The screenshot displays the Wilkes University registration system interface. At the top, there is a yellow header bar with the Wilkes logo and a navigation bar with tabs for 'Personal Information', 'Student Services & Financial Aid', 'Employee', and 'Alumni Services'. Below the navigation bar, there is a search bar with a 'Go' button and links for 'RETURN TO MENU' and 'SITE MAP'. The main content area is titled 'Select Term' and features a dropdown menu labeled 'Select a Term:' with 'Fall 2008' selected. A red circle highlights the dropdown menu. Below the dropdown menu is a 'Submit' button. In the bottom right corner, there is a logo for 'powered by SUNGARD SCT HIGHER E'.

WILKES

Back to Student Services Tab

Outlook Web Events Groups Log

Personal Information Student Services & Financial Aid Employee Alumni Services

Search Go

RETURN TO MENU SITE MAP

Select Term

Select a Term:

Submit

RELEASE: 7.2


powered by
SUNGARD SCT HIGHER E

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Registering for a Course

10. Enter CRNs of the section you wish to register for
11. Click “Submit Changes” to finalize your registration



 Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the 'Current Schedule' section. Additional classes may be added in the Add Class table. To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped, or closed classes may be waitlisted, by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped via the Web. When add/drops are complete, click on 'Submit Changes'. This will finalize your registration. Then go to 'View Your Student Schedule' and print a copy if you so desire.

If you are unsure of which classes to add, click Class Search to review the class schedule. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped, or closed classes may be waitlisted, by using the options available in the Action field. If no options are listed in the Action field, then the class may not be dropped via the Web.

When add/drops are complete, click on Submit Changes. This will finalize your registration. Then go to 'View Your Student Schedule' and print a copy if you so desire.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Add Classes Worksheet

CRNs									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Submit Changes		Class Search		Reset					

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Paying for a Course

- Payment for all courses is automatically deferred until 30 days after the desired session ends.
- You may pay for a course at anytime by logging into the “My Wilkes Portal” and going to the “Student Services” tab.

The screenshot displays the My Wilkes Portal interface. At the top, there is a yellow banner with the Wilkes logo and a blue and yellow graphic with the word "COLONELS". Below the banner, a navigation bar contains tabs: Home, Libraries, On Campus, Schools & Departments, My Stuff, My Courses, Student Services (highlighted), First-Year Orientation, and Academic. The main content area is divided into several sections. On the left, under "My Registration", there are links: Register or Add/Drop Classes, Look-up Classes to Add, View Full Course Offerings, View Your Student Schedule (Block Format), View Your Student Schedule (Detail Format), Check Your Registration Eligibility, and Registration Schedule. Below this is a "My Records" section with links: View Holds, Midterm Grades, Final Grades for Current Semester Only, Academic Transcript, and Account Summary by Term. On the right, under "My Account", there are links: Account Summary, Pay by Credit/Debit (circled in red), Pay by WebCheck?, Installment Payment Plans, Tuition and Fee Rates, and Free Student Self-Service Enrollment Verifications. Below this is a "Registrar" section with links: Calendars & Schedules and Class Registration. On the far right, there is a sidebar with links: Prii, Class Effect Level, Campi, Colleg Progr, Major Depar, Ad, Bar, and Se.

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